



AGENDA

Elsea Park Community Trust

Thursday 5th February 2026 – 18:00

Venue: Admin Office at the Centre

Time	Item	
18:00	1 Welcome and Apologies	MM
	1.1 New directors to the Board	MM
18:05	2 Actions from the previous meeting 4th December 2025	MM
18:15	3 Developer's Update	CS
	3.1 Tilia Meeting Update and advice received from DF	GP
	3.2 SKDC S106 Agreement	GP
18:35	4 Management Report	GP
18:45	5 New Build Update	GP
18:55	6 Finance Report	GP
	6.1 2026/2027 Yearly Payment charge	GP
	6.2 2026/2027 Budget	GP
	6.3 Administration Fee Revision	GP
	6.4 Financial Procedures	GP



19:25	7	Directors' Items	All
	7.1	Directors' Identity Verification	GP
	7.2	Party in the Park	GP
	7.3	Recruiting new directors	GP/All
19:45	8	Any Other Business	All
20:00	9	Date of the next meeting: 5th March 2026	MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 3.1 Solutions are being considered for the AGP drainage.	CS/NF	<input type="checkbox"/>
3.2	Item 3.2 Estimates are being obtained to respray and regrade Chequer Tree Walk/Linear Park.	CS/NF	<input type="checkbox"/>
3.3	Item 3.3 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia.	CS/NF	<input type="checkbox"/>
3.4	Item 3.5 Reminder to residents regarding respectful parking to be included on The Trust's website.	AMac	<input type="checkbox"/>
3.5	Item 3.9 Update the Financial Procedures policy. BL explained that the policy has been completed and she is ensuring the appendices is up to date and corresponds with the main policy.	GP	<input type="checkbox"/>
3.6	Item 8.1.3 BL will contact other directors to offer assistance to register for Directors' Identification.	BL	<input type="checkbox"/>

Elsea Park Community Trust Board Meeting Minutes Thursday 4th December 2025

Present:	Michael Marren	MM	Chair
	Simon Free	SF	Vice Chair
	Nigel Eveleigh	NE	BTC representative
	Anna Machnik	AMac	Owner Director
In Attendance:	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance Officer
	Kerry Eveleigh	KE	Prospective Owner Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Peggy Kent, Asif Mahmood and Charlotte Sadler Fellows		
	1.2 MM welcomed everyone to the meeting and he thanked them for their attendance.		
2.	DECLARATION OF INTEREST		
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.		
	<p>In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting is required to declare the nature and extent of this interest to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).</p>		
3.	ACTIONS FROM THE PREVIOUS MEETINGS		
	Action Details	Actioner	Closed
	3.1 Solutions are being considered for the AGP drainage. Due to cancellation of the rearranged meeting with Tilia, there is no update.	CS	<input type="checkbox"/>
	3.2 Respray and re-grade of Chequer Tree Walk (referred to as Linear Park by Tilia). In the absence of CS, there is no update.	CS	<input type="checkbox"/>
	3.3 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia. MM sent a letter to Tilia and now awaiting a response.	CS	<input type="checkbox"/>
	3.4 Amendments to the Agenda to be adopted listing 'Developers' Update' ahead of the Management Report to allow the Tilia representative the opportunity to leave early. BL has amended the agenda to accommodate Tilia.	BL	<input type="checkbox"/>
	3.5 Reminder to residents regarding respectful parking to be included on The Trust's website. AMac has actioned this.	AMac	<input checked="" type="checkbox"/>

	3.6 Resident's lighting concern to be forwarded to LCC. GP has emailed resident to ask for consent to forward their details to LCC but has received no response so a further email to the two emails has been sent.	GP	<input checked="" type="checkbox"/>
	3.7 Green Fund expenditure options presented to the Board. This was discussed as part of the Management Report.	GP	<input checked="" type="checkbox"/>
	3.8 GP to contact financial advisors regarding Trust investments. This has been reported as part of the Finance Narrative.	GP	<input checked="" type="checkbox"/>
	3.9 Update the Financial Procedures policy. BL explained that the policy has been completed and she is ensuring the appendices is up to date and corresponds with the main policy. This should be complete before the next meeting.	BL	<input type="checkbox"/>
4.	DEVELOPER'S UPDATE		
	<p>4.1.1 The update from CS was read out which included information regarding Chequer Tree Walk (referred to by Tilia as Linear Park). Works are to commence in the new year and expected to be completed by June 2026.</p> <p>4.1.2 Consultation with Cadent will be programmed as they may wish to be on site in the beginning due to the high-pressure gas main. CS will advise The Trust once Cadent's requirements are known.</p> <p>4.1.3 CS will contact GP prior to the Christmas break to update on the situation and hopes this shares some positivity in their committed to finishing the outstanding projects for resident's enjoyment of the development.</p> <p>4.2 It was felt that until Tilia decide on their course of action, CS may appreciate not having to attend the Board meeting in person but instead submit a monthly report.</p>		

5.	MANAGEMENT REPORT
	<p>5.1 The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates.</p> <p>5.2 GP is considering a credit account for the planters on Quayside East & West if the sample is suitable rather than pay the full amount on order.</p> <p>5.3 The fountains at Wake Pond have been switched off until a formal signed agreement has been achieved with Tilia Homes Ltd.</p> <p>5.4 The removal of the overgrown shrubbery has begun on Heartease Way pumping station.</p> <p>5.5 After a discussion with Barratt David Wilson (BDW), GP revealed that Pheonix has been selected as the contractors for the hoggin path in Zone 4 who hope to commence work this month.</p> <p>5.6 The plan to infill the Swales on Haydock Park Drive was discussed GP needs to confirm the design before BDW commences the work.</p> <p>5.7 There is an issue with BDW regarding the lack of notification of new home occupations. This has improved significantly since the site has transferred from Cambridge to Northampton however, their solicitors are letting the process down so GP has sent an email stopping the signing of the Transfer of Property (TP1) forms for Land Registry until the issue has been resolved.</p> <p>5.8 Despite promises from BDW to replace the dead trees, this has not happened so a commuted sum has been offered for The Trust to plant new trees. The Trust's solicitor has been made aware of this arrangement which is now included as part of the land transfer.</p> <p>5.9 The contacts at Bellway Homes Ltd have either resigned or left the company. The site is now under the East Midlands division but the first transfers due imminently, will remain with the Eastern Division.</p> <p>5.10 Bellway have had a tree survey carried out in September but the results hadn't until recently been shared with The Trust although Bellway has indicated that the dead trees will be replaced.</p> <p>5.11 MM and GP will be visiting the solicitors to sign the legal land transfer deeds this month for land transfers.</p> <p>5.12 NE voiced his concern about the additional grounds works to carry out and the effect it will have on the Grounds staff. GP reassured everyone by revealing that the Head Groundsman may engage a contractor for grass cutting if the work builds up.</p>
6.	NEW BUILD UPDATE
	<p>6.1 GP explained that the roof has been completed so the building is now watertight.</p> <p>6.2 The contractors have been working very hard progressing with the first fixings including the fire and intruder alarms. The electrician will finish installing the cabling next week.</p> <p>6.3 A walk around the new build for the directors will be included the next agenda.</p>

7.	FINANCE REPORT
	<p>7.1 BL sent the finance reports to the Board prior to the meeting.</p> <p>7.2 BL explained any high costs and what the final net income is likely to be at year end.</p> <p>7.3.1 GP has been liaising with a financial organisation who will invest The Trust's reserves at no cost.</p> <p>7.3.2 This organisation has access to 40 banks and 120 savings products and only one application mandate is required to be signed by the selected signatories.</p> <p>7.3.3 Only one signature is required to transfer savings but to add further protection to funds, a nominated bank account is used to transfer monies to and from savings accounts. The nominated bank account requires two signatories.</p> <p>7.3.3 The FSCS has increased the savings protection limit to £120,000 meaning that the number of savings accounts required can be reduced.</p>
8.	DIRECTORS' ITEMS
	<p>8.1.1 MM, NE, and SF confirmed they have registered for Directors' Identification.</p> <p>8.1.2 PF has requested assistance from BL to register. BL agreed to help.</p> <p>8.1.3 BL will contact other directors to offer assistance to register for Directors' Identification. Action: BL</p>
9.	AOB
	<p>9.1 GP announced that no Deed of Variation for the sale of a property will be issued unless any debts are cleared.</p>
10.	DATE OF NEXT MEETING
	<p>10.1 The date of the next meeting will be 5th February 2026.</p> <p>10.2 There being no further business, the meeting closed at 19:00 hrs.</p>



Manager's Report – February 2026

The Centre

Extension Works – Progress Summary

First fix completed, plastering completed, Air conditioning and plumbing second fix commencing W/C 2nd February completion is still on target for the end of February.

Weekend Hires.

January usually sees a brisk flow of Weekend bookings for the hall hire for the coming year this year is no exception, The hire price for non residents has increased from Jan 1st in line with inflation but residents price has remained the same as last year.

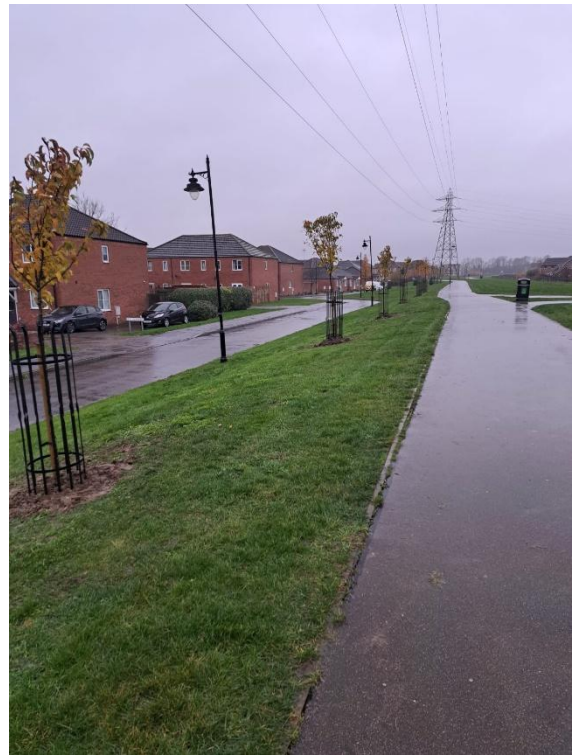
Grounds

Quayside West & East

- The order for the planters for Wake Ponds quayside has been placed with a suspected lead time of 12 weeks
- Street bins at a couple of location are regular being used as additional waste disposal for a few properties near to them, the situation is being monitored and further investigation will take place if the notices placed on these bins are ignored, the Trust currently is handling over 800kg every two weeks of street bin waste.
- Ditches along Ogrey pool area and Haydock Park drive have been cleared



- Hedge planted in Linear park along with an avenue of low growing trees



- The Tidy up around Heartsease way pump station continues



Developer Updates

Barratt David Wilson – Zone 8

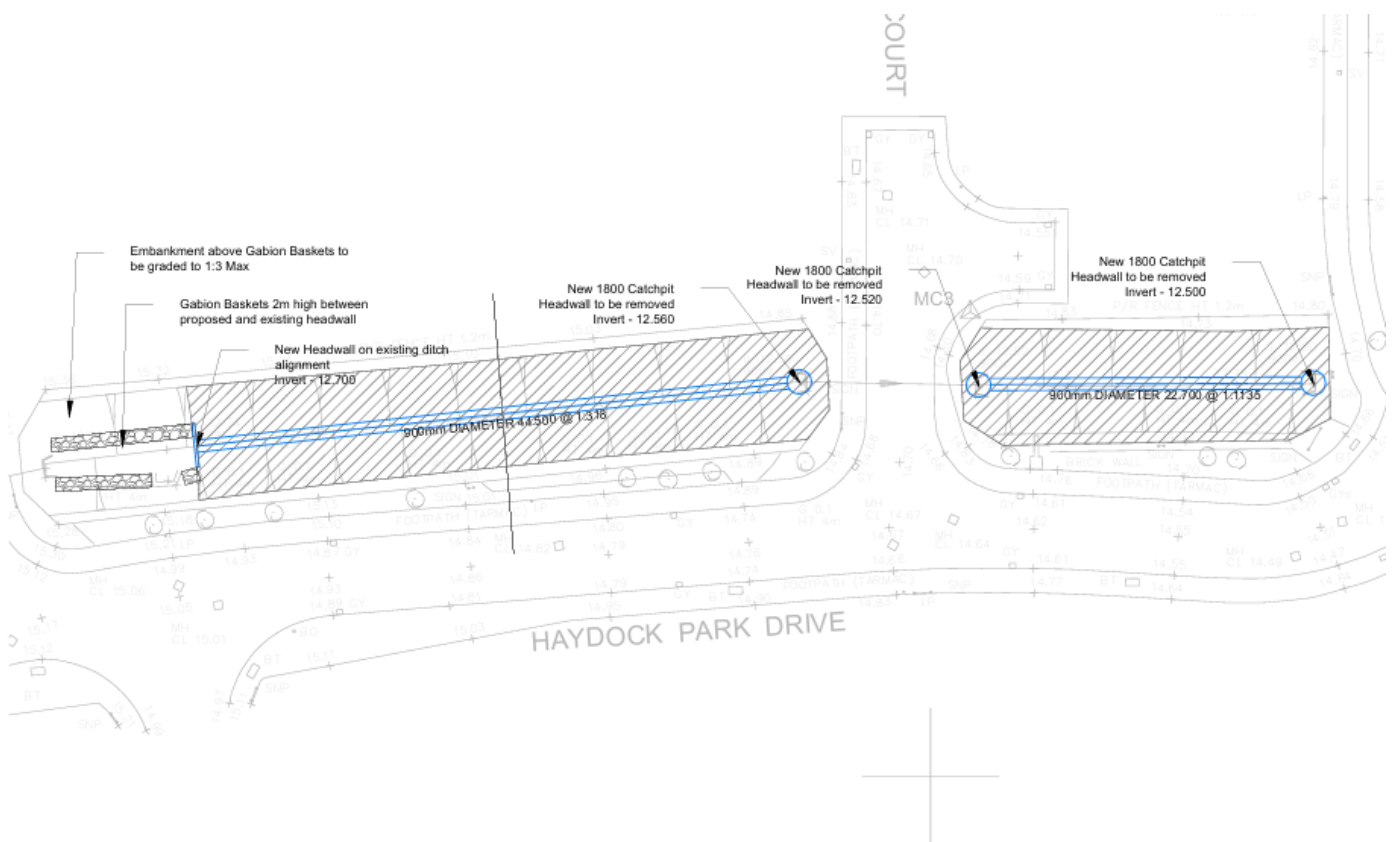
Part 1 of Zone 8 is now ready for transfer to The Trust, plans and transfers were signed before the Christmas break .

Barratt David Wilson (BDW) – Zone 4

A rebuild of the hoggin path that runs parallel to Ogrey pool has been completed by BDW this area is now ready for transfer to The Trust

Planning permission has now been submitted by BDW (ref: S26-0055) seeking approval to infill the two open swales on Haydock Park Drive.

This work was first requested many years ago by The Trust and has remained the key barrier to completing the land transfer. The swales are currently in a poor state of repair, and if the Trust were required to take responsibility for them in their existing condition, the associated remedial costs could be significant for residents. This application is therefore an important step toward resolving the issue and enabling the transfer to move forward.



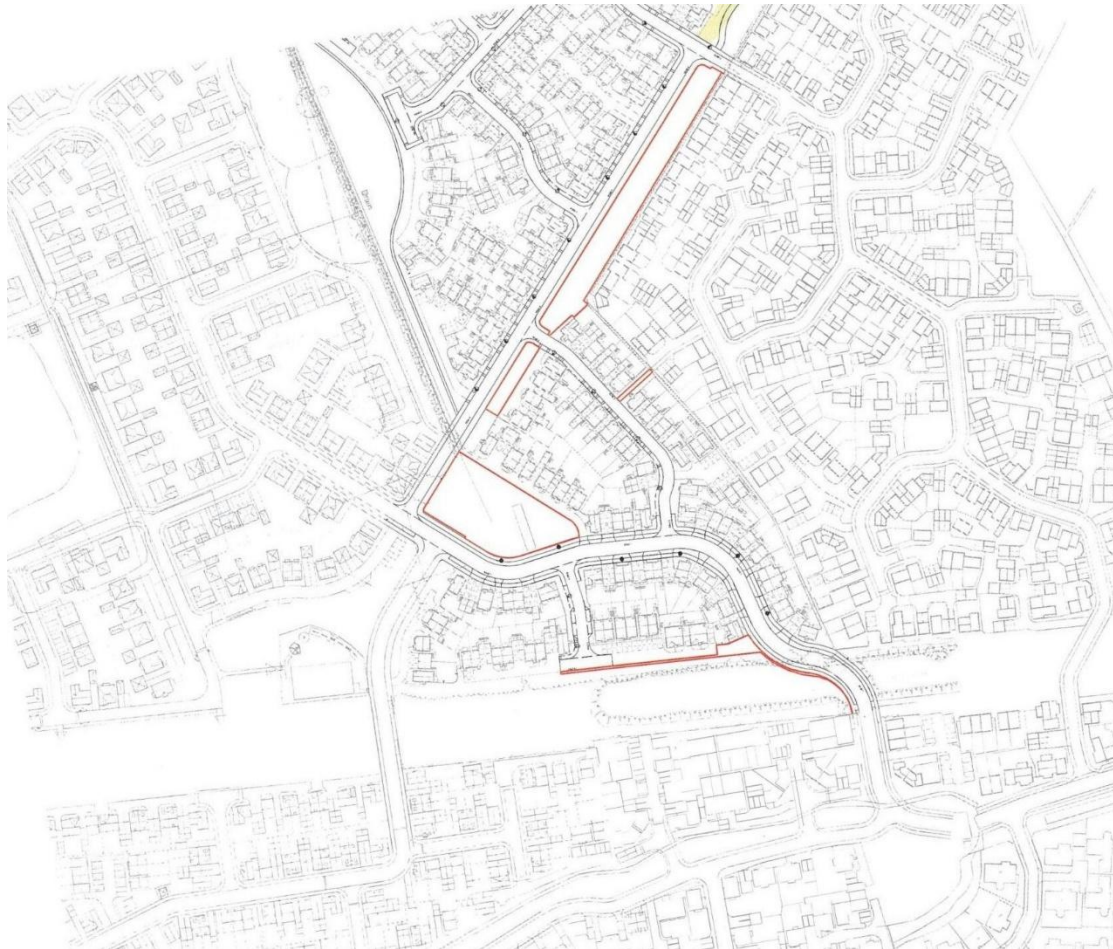
Taylor Wimpy – Zone 9, 4 and 3

Transfer of land is imminent

Bellway Zone 7 Part 1

This LAND was transferred to the Trust on Friday 30th January

The area involved is the public open space on Notley Way and the Playpark on Newton Abbot way near the Bellway show homes outlined in red below.



Tilia Homes Ltd Zones 1,3,5 and 9

A Formal complaint has been lodged with SKDC regarding the lack of transfers of public open space by Tilia Homes Ltd.

Operational Trust Budget

Item		2025/2026 Spend Budget	Year to Date Expenditure 01/04/2025 - 31/12/2025	Remaining Budget	Notes
Office Staff Salaries	4	119,096.00	89,617.40	29,478.60	
Staff Training	8	1,000.00	250.00	750.00	
Recruitment & Other Staffing Costs	5	8,200.00	6,823.38	1,376.62	
Workwear & PPE	6	350.00	27.00	323.00	
Communications, Printing and Advertising	54	0.00	0.00	0.00	
Franking	55	3,000.00	868.30	2,131.70	
Office Stationery	57	2,600.00	814.68	1,785.32	
Travel & Subsistence	9	150.00	36.96	113.04	
Telephone/Mobile and Broadband	56	3,000.00	1,271.32	1,728.68	
Website, IT and Software	58	2,400.00	1,804.59	595.41	
Membership & Subscriptions	61	500.00	1,637.58	-1,137.58	
Donations	60	1,000.00	127.92	872.08	
Audit and Accountancy Fees	69	8,000.00	7,095.00	905.00	
Legal Fees	67	3,700.00	9,166.30	-5,466.30	
Professional Fees & Land Registry	68	200.00	14.00	186.00	
Registration fees (PRS)	64	0.00	0.00	0.00	
Insurance	62	2,500.00	1,818.44	681.56	
Office Equipment	63	2,500.00	1,574.43	925.57	
Miscellaneous Expenditure	66	2,500.00	6.48	2,493.52	
Bird boxes	10	500.00	83.41	416.59	
Trust Community Grants	65	500.00	0.00	500.00	
Kitchen Supplies	59	200.00	636.50	-436.50	
Trust Annual Events	53	7,000.00	6,604.76	395.24	
Charges (card machine & bank)	70	12,000.00	7,522.09	4,477.91	
Proportioned Centre Costs		7,538.57	7,383.35	155.22	
Depreciation allowance	71	68,530.00	0.00	68,530.00	
AGP Depreciation	72	77,753.00	0.00	77,753.00	
Events Team expenses	26	250.00	495.00	-245.00	
Contribution to The Centre		11,508.44	3,838.81	7,669.62	
Contribution to the AGP		7,750.00	-13,412.67	21,162.67	
Trust Totals		354,226.00	136,105.03	218,120.97	

Operational Groundsman Budget

Salaries	2	114,784.00	86,671.01	28,112.99
PPE	12	3,500.00	1,930.06	1,569.94
Staff Training	14	3,600.00	0.00	3,600.00
Equipment Hire		0.00	0.00	0.00
Repairs and Renewals		0.00	0.00	0.00
New equipment and tools	36	11,000.00	5,578.57	5,421.43
Miscellaneous Expenditure	35	7,500.00	4,770.11	2,729.89
Ditch & Dyke Maintenance, Fence repairs and replacements	28	35,000.00	5,529.52	29,470.48
Arboricultural Survey & Tree maintenance	30	1,700.00	3,713.00	-2,013.00
Landscaping Projects (New works)	29	25,000.00	21,232.31	3,767.69
Waste collection (waste bins around the development)	48	4,000.00	0.00	4,000.00
Fuel, Oil and Water	34	6,000.00	3,641.27	2,358.73
Vehicle Insurance	33	3,000.00	5,214.45	-2,214.45
Vehicle repairs & MOT	32	10,000.00	3,667.16	6,332.84
Play ground inspection	31	25,000.00	24,483.24	516.76
Electricity - Wake Pond	24	10,000.00	8,384.95	1,615.05
Groundsman Totals		260,084.00	174,815.65	85,268.35

Under estimated budget

Operational The Centre Budget

Staff salaries	1	22,657.00	15,091.96	7,565.04
PRS & Licenses	23	1,000.00	871.32	128.68
Advertising, Communications & Printing		0.00	0.00	0.00
The Centre repairs, renewals & maintenance	20	12,000.00	3,760.51	8,239.49
Business Rates	15	7,300.00	5,196.30	2,103.70
Water	16	1,600.00	2,213.26	-613.26
Electricity	17	1,260.00	565.22	694.78
Feed in Tariff	22	-2,120.00	-2,509.00	389.00
Gas	18	500.00	154.80	345.20
Premises Insurance	19	3,000.00	2,625.29	374.71
Waste Collection	25	2,850.00	4,151.22	-1,301.22
Cleaning	21	3,000.00	4,556.64	-1,556.64
Miscellaneous Centre expenditure	27	1,000.00	717.94	282.06
Proportioned Centre Costs (income)		-7,538.57	-7,383.35	-155.22
Centre Totals		46,508.44	30,012.11	16,496.32
Combined Expenditure Totals		660,818.44	340,932.79	352,228.62

Income 2025/2026

		2025/2026 Income Budget	Year to Date Income 01/04/2025 - 31/12/2025	Remaining Budget	
The Trust income					Notes
Annual charge	a	-751,279.00	-728,333.06	-22,945.94	
Administration fees	b	-24,000.00	-27,445.37	3,445.37	
Interest earned	f	-35,000.00	-55,845.89	20,845.89	
Late Payment interest & penalties	e	-1,000.00	-261.26	-738.74	
Other	d	0.00	270.63	-270.63	Levee Consulting AGP Drainage
The Trust Total income NET		-811,279.00	-811,614.95	335.95	

The Centre Income

Avalon Bookings	c	-35,000.00	-26,173.30	-8,826.70	
Trust Subsidy		-11,508.44	-3,838.81	-7,669.62	
The Centre Total income NET		-46,508.44	-30,012.11	-16,496.32	

Total Income		-857,787.44	-841,627.06	-48,503.35	
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Total Net Budget		-196,969.00	-500,694.27	303,725.27	
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OK